

City of Elgin
Hunaha Park Project Coordinator
Request for Proposal

The City of Elgin is issuing this request for proposals to select a person to fill a contract position as the Hunaha Park Project Coordinator.

I. Position Description

Overall Responsibilities: The Hunaha Park Project Coordinator reports to the Elgin 2010 Committee. The primary duties of the coordinator is to facilitate the implementation of the Hunaha Park Project by seeking out funding sources, preparing funding applications, assisting in managing current grant agreements, overseeing project development, and reporting on project activities. The duration of this position is dependent upon funding. This position is scheduled to be closed on December 31, 1997. As other funds become available the position may be extended.

Specific Job Duties:

1. Initiate contact with potential funding sources through research, networking, and known sources.
2. Develop financing strategies with government agencies and private funding partners.
3. Prepare grants and private funding proposals to finance construction of Hunaha Park seeking local investors and creative funding options.
4. Monitor progress of the Hunaha Park Project and recommend project modifications to 2010 committee as needed.
5. Record keeping responsibility for project management and assisting in administration of current grants for the Hunaha Park Project.
6. Coordinate project activities with the City Administrator and the 2010 Committee.
7. Assist 2010 committee in conducting a public relations effort in the community.
8. In conjunction with the design engineer, identify and prepare zoning, construction and environmental permits needed for construction.
9. Other Hunaha Park administration duties as assigned by City Administrator on recommendation of the 2010 committee.

Minimum Qualifications:

As demonstrated by past experience and verifiable from references:

1. Knowledge of funding sources, economic development programs, administrative duties and grant management;
2. Skills in writing proposals/grants.

II. Contract Details

On a day to day basis the coordinator will work with the City Administrator. The 2010 committee will provide oversight and general direction for all phases of the project. The City of Elgin will be the applicant for any grants or funding requests prepared by the coordinator. Grants/proposals will be reviewed by the 2010 Committee before being presented to the Elgin City Council for approval.

The City is the contracting agent and the 2010 Committee is the designated economic development planning committee for the City of Elgin. The 2010 committee has planned and initiated the project activities to date and will retain a lead position as an advisory body to the City on the project through project completion.

A monthly review of the contract work will be made by the 2010 Committee. The review will cover the progress toward the project goals being made by the contractor.

Quarterly reports will be prepared by the contractor. These will be forwarded to the Elgin City Council by the 2010 committee. The reports are to include summaries of the monthly progress reviews and focus on the primary goal of obtaining construction funding, reports of progress on the other project goals are to be included as appropriate. The Coordinator will be available to assist in making presentations to the City Council.

This position is expected to require, on average, less than 20 hours per week. Compensation for the contract work will be based on the amount bid by the successful candidate. The total payments made to the contractor shall not exceed available funding for this phase of the project.

The Hunaha Park project coordinator will contract with the City of Elgin via a personal services contract. The contract is anticipated to end December 31, 1997. If/when additional funding becomes available the position may be extended.

III. Proposal Format

Submit Proposals to:

Joe Garlitz, City Recorder
City of Elgin
P.O. Box 128
Elgin, OR 97827

Envelopes should be identified as "Hunaha Park Coordinator". Proposal deadline is April 7, 1997. Proposals received after the deadline will not be considered unless postmarked on or before April 4, 1997.

The proposal should be typed in a professional presentation and should be no longer than ten (10) pages including resumes, cover letter, letters of recommendation, narrative, and attachments. Any proposal exceeding ten pages will be considered non-responsive and will not be evaluated. Applicants are encouraged to make their proposals both concise and of high quality.

At a minimum the proposal should include the following:

1. A cover letter; a) identifying the person authorized to enter into a contract with the City of Elgin; b) granting permission to contact references, and; c) giving a brief description of the contractor's availability through December 31, 1997.
2. A detailed budget for the coordinator's expenses including hourly rates for labor.
3. A narrative outlining relevant experience for this project. Special emphasis should be placed on work related to acquiring financing, proposal/grant writing and project administration.
4. A narrative on how the applicant intends to move the project from planning to implementation. This narrative should include timelines, possible funding strategies.
5. Resumes for the person or persons who will perform the contracted work.
6. At least two professional references for whom you have provided similar services; include name, position, mailing address, phone number, and specific project or activity in which you participated.
7. Letters of recommendation, training, awards, and certificates are optional.

IV. Selection Process

The City of Elgin has requested that the Elgin 2010 Committee review the proposals and make a recommendation for selection of a candidate for the position. Each proposal will be evaluated for completeness, compliance with the RFP guidelines, and quality of the proposal. Finalists for the position may be invited for an interview as a part of the selection process.

The Elgin 2010 Committee will evaluate and rank the candidate or entity based on the following weighted criteria:

- Demonstrated experience and references. 40%
- Project approach to achieving success on this project. 30%
- Quality of Proposal. 10%
- Interview 20%

The Elgin 2010 Committee will review the proposals and recommend up to three candidates with its ranking of the proposals to the City Council. The Elgin City Council retains the authority to make a final selection of a contractor and enter into the contract agreement. It is anticipated that the City Council will make a selection from the finalists at its regular meeting on April 8, 1997. The City however, retains the option of holding the position open, if a suitable candidate is not found.

V. Appeals and Questions

There is no appeal process for this contract decision except as is available through Oregon Law and City of Elgin Municipal Code for contracting and award selection.

Questions should be submitted via voice or fax to (541) 437-2253; or mailed to the address in Section III above. Procedural question should be put in writing and forward to Joe Garlitz. All such questions and responses will be put in writing and sent to all persons requesting a copy of the RFP.

VI. Background

The City of Elgin and the Elgin 2010 Committee as a team have been working to develop the Hunaha Park Project since 1992. The project was initially promoted by the Elgin Chamber of Commerce in 1989 to restore the old park site that was a community treasure from early this century until sometime in the 1960's. At this time the park was abandoned.

In 1992, a group of community volunteers organized the Elgin 2010 Committee (2010), a community and economic development planning body. In its first year the 2010 committee drafted a strategic development plan for the community which included a publicly owned RV park and raft launching site located on the banks of the Grande Ronde River on Cedar Street in Elgin. Since that time the city, in close coordination with 2010 has conducted several studies on the project.

The first was an economic impact study of the park which assessed the economic impact of the park and the economic feasibility of operating the park by the city. The second was an architectural preliminary site plan which resulted in conceptual drawings and rough cost estimates for the park site. In addition, the city conducted a hydrocarbon soil test on the site. These three studies were completed in 1994 and 1995.

These studies have laid the foundation for moving the project from the planning stage to the project implementation stage. In September of 1996, the City of Elgin received a grant award from the Northeast Oregon Alliance Board to pay for design engineering and to hire a project Coordinator. The engineering work will provide detailed project construction engineering and construction cost estimates. The coordinator will seek construction financing, and assist in preparing the project for construction.